



Job Title	Senior Marshal	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	5	Job Code	14407

Class Specification – Senior Marshal

Summary Statement:

The purpose of this position is to oversee staff and building security for the Municipal Courthouse. This is accomplished by coordinating and maintaining video for security court within CJC inmates that have Municipal Court hearings; transporting inmates within CJC; completing the booking process within the confines of CJC or Spring Creek, if a juvenile; ensuring all court paperwork is completed on all inmates prior to returning to their ward; verifying and picking up from the police operations center any warrants that are identified within the Municipal Courthouse; researching all subpoenas and warrants prior to service utilizing NICIC/CCIC, LERMS, MFR, Utilities etc. Other duties include assisting patrol with traffic control, traffic accidents, writing personal recognizance bonds and covering patrol if absolutely needed; answering any calls that dispatch requests of the Marshals; and assisting patrol officers.

Essential Functions	Note: Regular and predictable attendance in the performance of this job is an essential function.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
50%	Participates in overseeing the daily operational activities of law enforcement staff assigned to the Municipal Court to include ensuring the security of court facilities; ensuring the safety of court personnel; apprehending and arresting suspects; executing arrest warrants, summonses, and showing cause orders and subpoenas; and the transportation of high risk, emotionally disturbed, or violent prisoners.
10%	Trains and assists in the evaluation of law enforcement personnel assigned to the Municipal Court; advises supervisory staff in training issues; and provides staff training as assigned.
5%	Ensures that all Marshal personnel perform assigned duties in a timely, effective, and safe manner according to approved procedures.
10%	Ensures that the Marshal division has adequate supplies and equipment to effectively perform its assigned duties; and orders replacement supplies as necessary.
15%	Performs a variety of duties related to ensuring the security of the court facilities and the safety of court personnel including conducting searches of citizens appearing in court, monitoring assigned court facilities, testing electrical and mechanical security devices, and contacting Police Department personnel as needed.
5%	Coordinates and participates in the transfer of prisoners, including high risk prisoners, to and from county detention facilities, state prison facilities, state juvenile detention facilities, and other correctional institutions.



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5%	Coordinates and participates in a variety of duties related to executing arrest warrants, court-ordered arrests, subpoenas, show cause orders, and other court documents including wanted individuals; coordinating tactical arrest plans to ensure safety; contacting state, neighboring, and federal law enforcement agencies as necessary; and conducting a thorough physical search of arrestees, transporting arrestees and/or summoned persons to appropriate detention facilities, and completing related documentation.
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Competencies Required:

Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Reading: Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

Math: Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to the completion of the twelfth grade (high school diploma or GED) and the completion of the department's police training academy.

Experience: Three years of full-time responsible law enforcement experience including some experience in the Marshal program.



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Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.	
POST(Peace Officer Standards Training)	Within 3 months of start date
CPR	Within 3 months of start date
NCIC/ CCIC	Within 3 months of start date
Police Training Officer (PTO) Certification	Within 4 months of start date
Certifications required in accordance with standards established by departmental policy.	

Supervision Exercised:
Work requires managing and monitoring work performance of a department including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
Supervision Received:
Receives General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:
Monitors budget/fiscal expenditures (typically non-discretionary expenditures) or responsibility for fiscal management of capital project(s). May recommend budget allocations.

Physical Demands:
Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly. Walking or standing to a significant degree.

Environmental Conditions:	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Several times per month
Wetness and Humidity	Several times per month
Respiratory Hazards	Seasonally
Noise and Vibrations	Seasonally
Physical Hazards	Several times per month
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Frequently

Machines, Tools, Equipment, and Work Aids: Duty belt, fire arm, OC spray, handcuffs, Nextel police radio, flashlight, riot gear, laptop, cruiser, with cage, badge, id cards, ammunition/magazine holders, reflective vests, CPR masks, digital camera, CSPD uniform, and laptop computer.



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Specialized Computer Equipment and Software: Microsoft Office, LERMS, MFR, JIS, and utilities database.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: July 2014